



Training  
TASKING OF NTC COMPONENT ASSETS

**Summary.** This regulation provides procedure for National Training Center (NTC) Tasking its Component Assets.

**Suggested Improvements.** The proponent of this regulation is the G3. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, NTC and Fort Irwin, ATTN: AFZJ-PTO, Box 105101, Fort Irwin, CA 92310-5101.

FOR THE COMMANDER:

  
TIMOTHY J. REISCHL  
Colonel, GS  
Deputy Commander and  
Chief of Staff

  
RICHARD E. SCHMALZBACH  
Director of Information Management

DISTRIBUTION  
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AFZJ-IMD (2)

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**1-1. Purpose**

To prescribe policies, responsibilities, and procedures for tasking of units and activities of the National Training Center (NTC) and Fort Irwin, establish procedures of providing support for Active and Reserve Component training activities, exercises, tests, and other authorized functions outside the purview of normal mission requirements. Taskings Army Regulation (AR) 5-9 requirements will be coordinated outside the provisions of this regulation.

**2-1. Scope**

This regulation applies to all units and activities assigned or attached to the NTC and Fort Irwin, and to all external organizations requiring Fort Irwin support.

**3-1. General**

Inherent in this policy is the accurate and timely identification of forwarding of requirements (personnel, materiel, and equipment) outside a unit's assets to the next higher headquarters. These requirements must be identified early to minimize distractions and disruptions to programmed events and activities of supporting units.

**4-1. Policy**

a. The NTC and Fort Irwin will support all valid requests from Major Subordinate Commanders (MSC), Directorates, and Agencies for support within capabilities and available resources. Requests must be submitted at least 45 days prior to desired support date and must have the MSC Commander, Director or designated representative's signature (Officer delegated signature authority for the commander). Requests received after the 45 day suspense will be dealt with on a case by case basis by G3/Plans and Operations (G3/P&O). Upon tasking, the supporting unit will make the determination if the request is supportable. If the unit is not able to support the tasking, a written response will be submitted to the G3 within 7 working days. The rebuttal will outline reasons of non-support and be approved by the rebutting Unit Commander, Director or his official designated representative. The rebuttal will be reviewed and a decision made to continue support or relieve the unit from the tasking. The unit is not relieved from the tasking until officially notified by the G3 or G3/P&O.

b. The Deputy Commander and Chief of Staff (DC/CS) is the approving authority for all request that occur within 30 days of the scheduled execution date. It is the responsibility of the unit/activity requesting the late support to include a letter of lateness, signed by Commander, Director, or

designated representative, outlining reasons the tasking was not submitted in a timely manner.

c. Taskings involving more than 5 soldiers over a 3 day period will include a detailed training schedule including daily report times and locations, exactly what the soldiers will be expected to do, and end times will be included in the request.

d. Habitual support relationships are established to better facilitate obtaining routine support resources (weapons, equipment and detail personnel- for 1-2 days), reduce coordination time, and improve effectiveness of response time for all units/agencies concerned. Every effort must be made to obtain support through the parent unit then the habitual relationship. If the units habitual relationship cannot support the request, a letter of justification on why support is not available is required from the habitual unit signed by the Commander or his designated representative. This letter of justification must accompany the tasking request submitted to G3/P&O. When assets required do not exist or are not available on request, in accordance with (IAW) paragraph 5-1, Procedures For NTC Taskings, a request will be sent to G3/P&O 45 days prior to the desired support date. Direct coordination within subordinate units/activities to arrange support is encouraged. Efforts to meet requirements from assets within the unit/activity will be exhausted before requesting external support. Habitual relationship tasking requests must be submitted to the supporting unit no later than (NLT) 45 days from execution, but if the unit cannot support, the requesting unit can forward the request to G3/P&O before the 30 day window without a letter of lateness. Listed below are the Fort Irwin habitual relationships:

(1) Commander, NTC Theater Support Command: All NTC Theater Support Command subordinate units, United States Army Garrison (USAG) (and subordinate units, Directorates), Public Affairs (PAO), Reserve Component Support Element (RCSE), Directorate of Resource Management (DRM).

(2) 11th ACR: Operations Group, MEDDAC, DENTAC.

e. Equipment will not be tasked from preposition fleet assets without the approval of the Commander, NTC Theater Support Command or Commanding General (CG).

f. Requests for support in unforeseen circumstances (safety, emergencies, equipment breakdowns) that would degrade the mission of the NTC will be submitted to the DC/CS for approval.

g. Support of Public Events: Requests for Fort Irwin assets for participation in public events

will be coordinated by the PAO. Out-of-channel requests will be immediately referred to PAO. Coordination must include a review by the Staff Judge Advocate's Office. Upon Command approval the support request will be forwarded to G3/P&O for tasking as required.

h. **Memorandum Taskings:** A memorandum signed by the DC/CS or G3, that tasks specific units, does not require a separate tasking from G3/P&O. A copy of the memorandum will be forwarded to G3/P&O for deconfliction of resources required and filing. Unit's tasked will respond directly to the point of contact (POC) in the memorandum unless otherwise directed. POC for the memorandum will make all necessary coordination for support. G3/P&O will provide assistance if conflicts occur between the tasked unit and the POC of the memorandum.

i. **Command Sergeant Major (CSM)** taskings: The NTC CSM has the authority to directly task units IAW the CG's guidance and/or intent. If a unit cannot comply with the tasking they will inform the NTC CSM directly.

j. **MEMORANDUM of AGREEMENT/ UNDERSTANDING:** All Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) involving taskings between units on Fort Irwin must be submitted to G3/P&O for information. This allows the G3 to track resources being utilized during specific time periods. It is still the units in agreement responsibility to coordinate and execute support. If the MOA or MOU becomes invalid, normal tasking procedures must be followed.

#### 5-1. Procedures for NTC Taskings

a. See tasking process flow diagram, Figure 5-1.

b. Units/activities must submit support requests, (see Figure 5-2) to the G3/P&O, ATTN: AFZJ-PTO, at least 45 days in advance of the requested support date (once internal and habitual relationship resources have been exhausted IAW paragraph 4-1d). This procedure will ensure units can properly include support requirements on their training schedules in advance. Support requests will not be accepted by G3/P&O if incomplete. All letters of lateness and habitual non-support memorandums must accompany the tasking.

(1) G3/P&O will initiate a Tasking Request Form, NTC Form 671-R, to the unit/activity designated to provide the support. The tasking form will be hand carried to the designated unit/activity. Tasking letters must be receipt acknowledged by a signature and date from receiving unit (designated support unit). The supporting unit/activity will

receive an administrative number to assist in tracking the support request. A copy of the support request will be provided to the requesting unit/activity. It is the responsibility of the requesting agency to conduct final coordination to ensure the full extent of the support desired is received. If the tasking is supportable, the unit will annotate on the tasking form and forward a copy back to G3/P&O.

(2) The supporting unit/activity can rebut a tasking. The rebuttal letter (see Figure 5-3) must provide sufficient reason/rationale stating why the unit is incapable of supporting the tasking. The unit tasked will be responsible for the tasking until officially relieved by the G3. The rebuttal must be in writing and signed by the MSC Commander, Director, or his designated representative and forwarded through the G3 to the DC/CS. The rebuttal must be hand carried to G3/P&O and received NLT 7 working days after receipt of a tasking letter. If a rebuttal is not received in 7 days, the tasking is final. Units are not relieved of the tasking until officially notified by the G3 or G3/P&O. Late tasking rebuttals must be initially provided telephonically to G3/P&O followed by the written rebuttal.

b. Requests for changes in previous tasked support must be in writing, and hand carried to the Noncommissioned Officer in Charge (NCOIC), G3/P&O to ensure receipt is acknowledged. The tasked unit will be notified of the changes to see if the changes can be accommodated. If the change cannot be accommodated, the tasking must be resubmitted. If it is under 30 days, the tasking request will follow late tasking procedures.

c. Request procedures for Prepositioned Fleet Stock (PREPO):

(1) Unit/Activity requests for PREPO equipment must be sent to G3/P&O. The request will be forwarded to the Commander, NTC Theater Support Command for approval.

(2) Requests must include:

- (a) All requirements in Figure 5-2.
- (b) Who will be responsible for all property, its maintenance and the repair costs.
- (c) Who will draw and turn-in equipment.

(3) Direct contact with the contractor is not authorized without the approval of the Commander, NTC Theater Support Command.

d. Unit integrity will be maintained to the greatest extent possible. When more than one unit is involved, one unit will be designated in charge of the commitment.

e. Equipment and/or personnel are required to be returned to the parent unit/activity upon the

completion of the tasking as indicated on the tasking letter.

f. When equipment becomes non-mission-capable while being used by a requesting unit/activity, the requester will attempt to bring equipment to a mission-capable status. If equipment cannot be returned in a mission capable status in an expeditious manner, the units/activities involved will negotiate its return in a non-operational status.

# TASKING PROCESS

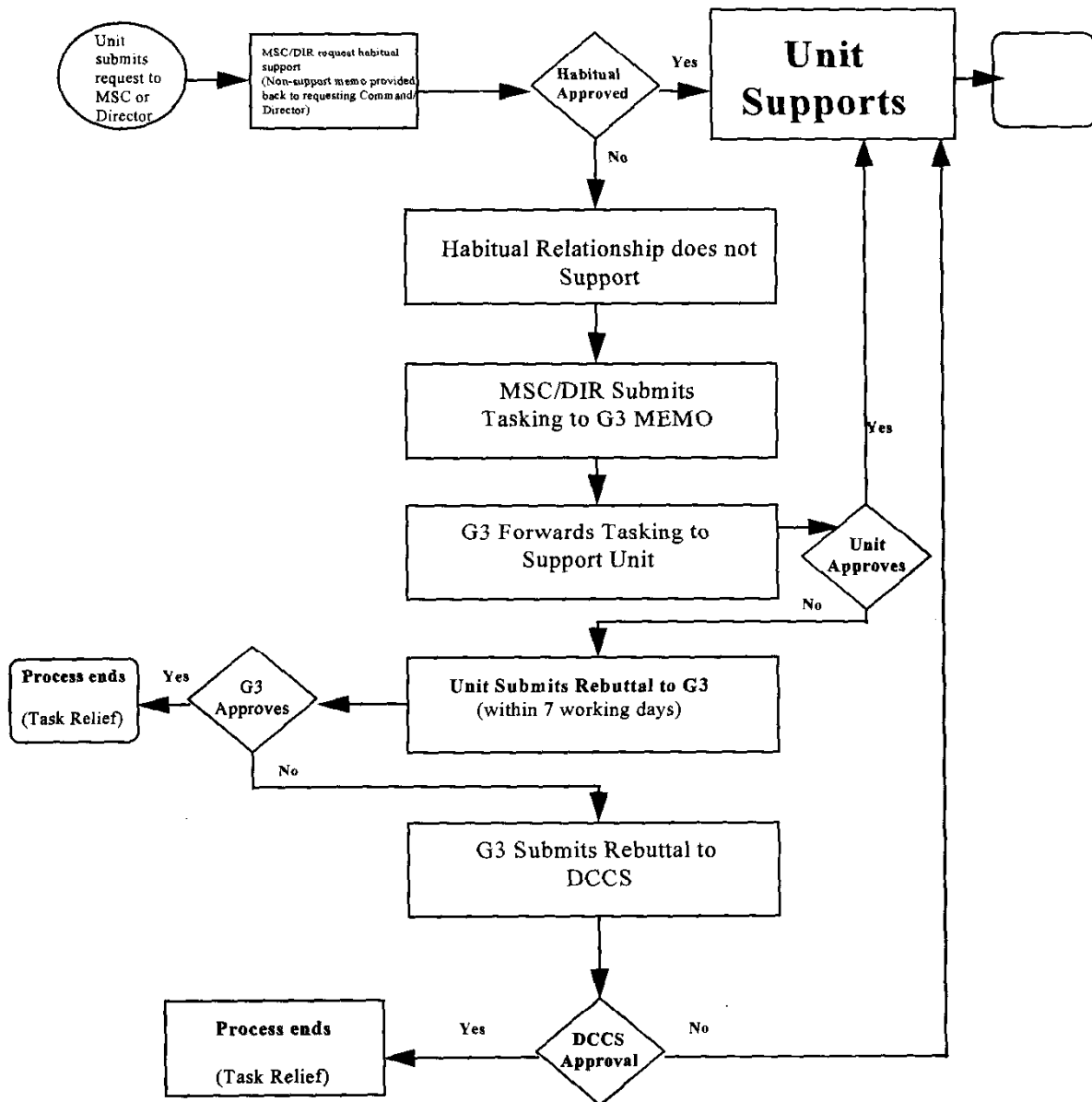


Figure 1

Figure 5-1. Tasking Process

AFXX-XXX	15 October 19xx
MEMORANDUM FOR CHIEF, G3 PLANS AND OPERATIONS	
SUBJECT: TASKING REQUEST	
1. Unit/Activity:	
2. Purpose of Request:	
3. Prior Coordination Conducted:	
4. Why support could not be obtained from Habitual Relationship unit:	
5. Date(s) for Execution of the Tasking:	
6. Report Date, Time and Location:	
7. Primary Equipment Required: (By type and nomenclature):	
8. Associated Equipment Required: (BII, Auxiliary Equipment, etc.):	
9. Personnel Needed: (Total number and MOS/Specialty and rank):	
10. Uniform:	
11. Fort Irwin POC for Tasking: (Name, Phone Number and Organization):	
12. External Agency POC for Tasking: (Name, Phone Number and Organization):	
13. Special Instruction:	
a. Contingency Plans (Inclement Weather, etc.):	
b. Who provides transportation (If Applicable):	
c. Who provides the funding (If Applicable):	
d. Who provides the meals (If Applicable):	
e. Other:	
SIGNED BY THE COMMANDER OR DIRECTOR	

Figure 5-2. Tasking Request

1. Include the Unit, Agency or Directorate.
2. Include the purpose of the request (what is the goal).
3. List POC name/s and any type of coordination.
4. Attach any habitual relationship request denials and give reason for denial.
5. List all inclusive dates/Times.
6. List report date, time to report and location to report to i.e.. bldg #, grid, City, Street, etc..
7. List ALL Major End Items needed to support the tasking.
8. List ALL associated equipment.
9. List total number of personnel by rank, MOS with special skill identifiers.
10. List entire uniform from headgear to boot type.
11. List POC Name, Rank, Title, Organization and phone number.
12. List POC Name, Rank (if applicable), Title, Agency or Organization and phone number to include area code.
13. Any specific instructions needed to complete the tasking in regards to Inclement weather, transportation, funding, meals, any other instructions or diagrams needed to complete the tasking.

Figure 5-2a

AFXX-XXX	15 October 19xx
MEMORANDUM FOR DEPUTY COMMANDER AND CHIEF OF STAFF	
THRU: Chief, G3 Plans and Operation	
SUBJECT: TASKING REBUTTAL	
1. Unit/Activity:	
2. Tasking Number:	
3. Purpose of Tasking:	
4. Reason why support could not be obtained:	
5. POC for this memorandum:	
SIGNED BY THE COMMANDER OR DIRECTOR	

Figure 5-3. Tasking Rebuttal

#### 6-1. Support/Testing Request from Units/Agencies Outside the NTC

a. The procedures outlined in FORSCOM Regulation 350-12, Procedures for Tasking and Support from FORSCOM Installations and Units, will be adhered to for all outside unit/agencies requesting support from the NTC. This includes agencies wanting to conduct "tests." All tests will be on a non-interference basis and will not effect the ongoing rotation or any other training activity ongoing during the requested dates. Tests must be approved by the NTC CG. The NTC G3 is the tasking authority for requests received from FORSCOM. Procedures outlined in paragraph 5-1 will be followed once request is received from FORSCOM.

b. The single POC for taskings is the FORSCOM G3. Administrative and routine taskings will be issued by FORSCOM Central Tasking Division (AFOP-OT). Operational taskings are the responsibility of the FORSCOM G3, Operations Division (AFOP-OC).

c. Prior to submitting a support request to HQ FORSCOM, the requesting command will ensure that the request reflects absolute minimum validated requirements. The requesting command must also be prepared to fund all cost involved in providing the support.

d. As a minimum, a support request must contain the following:

- (1) Name and location of requesting command.
- (2) Justification for request.
- (3) Minimum number of personnel or amount of equipment required.
- (4) Inclusive start and release dates of personnel/equipment.
- (5) Military Occupational Specialty/Secondary Specialty Indicator's (MOS/SSI's), grades, and security clearances required for personnel.
- (6) Line item number and nomenclature of equipment.
- (7) POC for funding, as well identification of the source for funding support.
- (8) POC for information regarding the requested support.
- (9) Applicable special instructions.

e. A request to the FORSCOM G3 is required 90 days from the support date. Any request that does not provide 45 days of lead time for execution must be personally approved by FORSCOM Directorate of Operations, G3.

f. A tasking issued by HQ FORSCOM will be considered supportable by the tasked command unless a written request for relief is received by FORSCOM Central Tasking Division (CTD) within



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10 days of the document's date. A telephonic request for relief will not be accepted. A request for relief must include complete justification for why support cannot be provided. Until a request for relief has been approved by HQ FORSCOM, the tasked command must continue preparing to fill the tasking requirement. The NTC G3 will provide necessary documentation to FORSCOM, if required.

**7-1. Responsibilities**

**a. G3 Plans and Operations**

(1) Executive agent acting on behalf of the DC/CS as the tasking agency for the NTC and Fort Irwin.

(2) As executive agent, maintain overall responsibility for the management and execution of the procedures and policies governing NTC Regulation 350-12, Tasking Program.

(3) Maintain (on file) one copy of all tasking letters that have been sent to each unit between 1 October and 30 September each fiscal year.

**b. PAO**

(1) Receive, process, and coordinate all requests from the civilian community for Fort Irwin participation in public events.

(2) Provide command approved requests to G3/P&O for tasking of required assets.

**c. Directorates/Units/Activities.**

(1) Maintain POC (Primary and Alternate) for coordination/signature of tasking.

(2) Inform G3 of all major significant events being conducted by subordinate units. This will assist the G3 in monitoring soldier/equipment usage and assist in the deconfliction of taskings.

(3) Inform G3/P&O if:

(a) Soldiers/equipment/materials are not properly employed or fail to provide support requested.

(b) Unqualified personnel or unserviceable equipment is provided for support.

**Appendix A**  
**References**

**FORSCOM Regulation 350-12**  
Procedures for Taskings and Support from Active  
Component Installations and Units

**FM 22-5**  
Drill and ceremonies

**FM 16-22**  
Conducting Military Funerals and Memorials

**AR 600-8-1**  
Army Casualty and Memorial Affairs and Line of  
Duty Investigations

**NTC Regulation 95-1**  
NTC and Fort Irwin Flight Procedure

**AR 670-1**  
Wear and Appearance of Military Uniform

Memorandum of Understanding between Fort  
Huachuca Casualty Area Command (CAC) and Fort  
Irwin, Casualty Support

Memorandum, Headquarters FORSCOM  
Subject: Funeral Support.

## Appendix B Color Guard

### B-1. General

- a. Provide Color Guard in support for NTC military activities and Community Relation Activities.
- b. Unit support schedule dates are listed in Figure B-1.

### B-2. Responsibilities

- a. G3 Plans and Operations
  - (1) Provide overall coordination of color guard support.
  - (2) Task units with dates for Color Guard.
  - (3) Provide "FYT" copy of Color Guard tasking to NTC CSM.
- b. Center CSM
  - (1) Brief Color Guard NCOIC on duties, responsibilities, and special requirements for the Color Guard detail.
  - (2) Provide National Colors, Army Colors, and NTC Flag to Color Guard NCOIC.
- c. Units tasked with Color Guard detail duties will:
  - (1) Provide one Color Guard detail and one alternate as back up support.
  - (2) Identify a primary and alternate Noncommissioned Officer as Color Guard NCOIC.
  - (3) Coordinate with G3/P&O for special instructions and requirements.
- d. Color Guard NCOIC:
  - (1) Coordinate with Center CSM office for pick-up and return of National Colors, Army Colors, and NTC flag.
  - (2) Coordinate with G3/P&O for special instructions, requirements and requests.
  - (3) Coordinate with parent unit higher headquarters for transportation requirements.
  - (4) Submit an After Action Report (AAR) through parent unit to G3/P&O NLT 2 days after detail completion.
  - (5) Ensure that the Color Guard detail is properly trained and in the correct uniform.
  - (6) Coordinate with listed POC for the task (located on the NTC Tasking Form).
- e. Coordinating Instructions
  - (1) The Color Guard standard uniform is the class A uniform. Changes to the standard uniform will be prescribed by G3/P&O. All uniforms will be worn IAW AR 670-1.
  - (2) Color Guard details (number of personnel and type) will be determined by type of function and activity.

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### *Color Guard Schedule/Detailed Unit*

JANUARY	11 <sup>TH</sup> ACR
FEBRUARY	11 <sup>TH</sup> ACR
MARCH	GARRISON
APRIL	NTC Theater Spt Cmd
MAY	NTC Theater Spt Cmd
JUNE	11 <sup>TH</sup> ACR
JULY	11 <sup>TH</sup> ACR
AUGUST	11 <sup>TH</sup> ACR
SEPTEMBER	NTC Theater Spt Cmd
OCTOBER	NTC Theater Spt Cmd
NOVEMBER	NTC Theater Spt Cmd
DECEMBER	11 <sup>TH</sup> ACR

**Figure B-1**

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**Appendix C****Command Retreat/Retirement Ceremony****C-1. General**

- a. Ceremony is conducted at the flag pole on the west side of the Post Headquarters, Bldg. 237.
- b. Ceremony is conducted in the Post Theater, Bldg. 310 for inclement weather.
- c. Unit support schedule dates are listed in Figure C-1.

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JAN	OPS GRP
FEB	NTC Theater Spt Cmd
MAR	11 <sup>TH</sup> ACR
APR	11 <sup>TH</sup> ACR
MAY	11 <sup>TH</sup> ACR
JUN	OPS GRP
JUL	NTC Theater Spt Cmd
AUG	11 <sup>TH</sup> ACR
SEP	11 <sup>TH</sup> ACR
OCT	NTC Theater Spt Cmd
NOV	11 <sup>TH</sup> ACR
DEC	11 <sup>TH</sup> ACR

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**Figure C-1. Detailed Unit**

- d. Ceremony is conducted with the CG or his designated representative, Battalion Composite Retreat Unit, and Flag Detail. The Flag Detail is not used during the inclement weather ceremony.
- e. Retreat time is 1630, Tuesday, BRD-3.
- f. Retreat is conducted IAW Outdoor Sequence of Events (Figure C-2), Flag Detail Instructions (Figure C-3), Indoor Ceremony Sequence of Events (Figure C-4), and Diagrams (Figures C-5, C-6, C-7, and C-8).
- g. All military personnel and family members are invited and encouraged to attend.

**C-2. Responsibilities**

- a. Director of Community Activities (DCA):
  - (1) Provide 144 folding chairs to the retreat unit from the Installation Recreation Center for the Ceremony.
  - (2) Provide Post Theater for use during the inclement weather ceremony.
  - (3) Ensure theater is clean and stage floor has been swept.
- b. Protocol:
  - (1) Coordinate Very Important Person (VIP) seating. Develop and maintain VIP seating chart.
  - (2) Maintain VIP/RSVP list.
  - (3) Brief detail unit ushers on escort procedures.

- (4) Ensure adequate seating for all VIP's and spouse's (06/CSM). Adjust for no shows to avoid large gaps and empty seats.

## c. G3 Plans and Operations:

- (1) Responsible for overall coordination.
- (2) Provide and set up sound system with music.
- (3) Provide two lecterns: one for Narrator and one for Guest Speaker.
- (4) Brief Guest Speaker and CSM/Senior NCO.
- (5) Provide camera/photographer.
- (6) Coordinate for Post Theater during winter months, September through March, and for inclement weather use during summer months.
- (7) Recommend weather decision to the Center CSM, NLT 1200 on the day of the ceremony.
- (8) Coordinate with PAO for public announcement NLT 10 working days prior to event.
- (9) Rehearse Flag Detail.
- (10) Coordinate with AG for receipt of awards and medals for Retiree's and Spouse's (if applicable) NLT 7 working days prior to the ceremony.
- (11) Send out memorandum to units announcing ceremony and requesting awards for military personnel NLT 5 working days prior to event.
- (12) Provide state flags for the ceremony. (Theater/inclement weather only).
- (13) Brief award recipients and personnel retiring as to their actions during the ceremony.
- (14) Notify Guest Speaker and his designated CSM or Senior NCO NLT 30 days prior to event.
- (15) Provide narration to PAO narrator prior to ceremony rehearsal.

## d. Provost Marshal Office (PMO):

- (1) Provide Cannon Detail and blank ammunition NLT 1600 hours prior to the event (Outdoor Ceremony only). Detail will remain at the ceremony site to clear cannon after the completion of ceremony.

- (2) Cannoneer uniform is kevlar and stripped pistol belt.

## e. PAO:

- (1) Provide advance and follow-up publicity on each ceremony.
- (2) Provide narrator for ceremony.
- (3) Provide speech to guest speaker NLT 5 working days prior to event.

## f. Center CSM:

- (1) Inspect and rehearse Color Guard prior to ceremony.

- (2) Inspect Flag Detail prior to ceremony.
- (3) Observe retreat unit practice.
- (4) Rehearse awardees/retirees.
- g. Center Chaplain Office:
  - (1) Designate one Chaplain each month to deliver the invocation and benediction at the ceremony.
  - (2) Provide name of Chaplain to G3/P&O NLT 5 working days prior to event.
  - (3) Designated Chaplain representative attends the rehearsal at 1400, day of the ceremony.
- h. Detailed Unit:
  - (1) S-3 NCOIC coordinates with G3 NLT 5 working days prior to event.
  - (2) Provide four road guards, with vests, to halt traffic around Bldg. 237 during ceremony. Road guards report to G3/P&O for instructions 30 minutes prior to ceremony.
  - (3) Coordinate with Installation Morale, Welfare and Recreation Fund (IMWRF) or Recreation Center for pick-up of 144 serviceable folding chairs NLT 1100 the day of the ceremony. G3/P&O will initiate the coordination.
  - (4) Coordinate placement of chairs with G3/P&O prior to ceremony. Place chairs in position by 1200 on the day of the ceremony.
  - (5) Conduct police of area around Bldg. 237 NLT 1400 prior to event.
  - (6) Personnel and Equipment needed for ceremony:
    - (a) Outdoor Ceremony: Provide Commander of Troops, Battalion Staff, Color Guard with Battalion, Army, NTC and National Colors, CSM, unit commanders, unit guidons, four ushers and 40 personnel in four ranks. Units having less than 40 personnel will provide all personnel present for training. Report time for all personnel for outdoor ceremony practice is 1400 the day of the event.
    - (b) Inclement weather/theater ceremony: Provide static display of National Colors, Battalion Colors, Unit Colors, Unit Guidons, four ushers and 40 man element to represent the host unit. Reporting time for 40 man element is 1600.
  - (7) Provide G3/P&O with name/rank of commanders, color guard NCOIC, Flag detail NCOIC, and the Commander of Troops for incorporation into the NTC ceremony narration, NLT 5 days prior to the ceremony.
  - (8) Provide 7 personnel as flag detail to include NCOIC, NLT 1600, training day 12. Flag detail NCOIC reports to G3/P&O. The Flag Detail practices lowering the flag on training day 12, 13 and BRD 2.

- (9) Provide 10 personnel for setup and tear down of equipment NLT 0900 on the day of the event.
- (10) Provide four escorts to Protocol NCOIC NLT 1400 day of the event.
- (11) Coordinate with G3 for the pick-up and return of the state flags when the ceremony is held in the Post Theater.
- (12) Ensure Post Theater is clean and stage floor has been swept (Indoor Ceremony only).
  - i. Other Major Organizations: (not physically involved in ceremony) Battalions, MEDDAC and DENTAC provide unit colors to Post Emergency Operations Center (EOC) on a 9 1/2 foot staff NLT 1600 the day prior to scheduled event, (for theater/inclement weather only). Only the Host Unit provides colors for outdoor ceremony.

### C-3. Coordinating Instructions.

- a. Unit S-3 NCOIC will coordinate with G3/P&O NCOIC 5 working days prior to ceremony and provide the name of the commander of troops, color guard NCOIC, flag detail NCOIC and set-up detail NCOIC.
- b. Responsible Commander may choose to have ceremony conducted by Noncommissioned Officers. Coordination with the Post CSM/G3 is required NLT 10 working days prior to ceremony.
- c. Uniform.
  - (1) The summer uniform for retreat unit is BDUs with sleeves up, black leather boots (highly shined), kevlar helmet with camouflage cover and stripped pistol belt.
  - (2) The winter/inclement weather uniform for retreat ceremonies is the BDU uniform, with sleeves down.
  - (3) Uniform for awardees/retirees is BDU (field jacket and gloves when required).
  - (4) Uniform for ushers, award bearer and escort are the same as Retreat Unit for outdoor ceremony. The uniform for inclement weather/theater ceremony is BDU with stripped pistol belt.
- d. Inclement weather decision or cancellation of ceremony is provided NLT 1200 on the day of the ceremony. Notification of ceremony cancellation is made telephonically, by distribution, and via email through G3 and SGS offices.
- e. There is a full dress rehearsal for all participants of the outdoor ceremony at 1500 on the day prior of the ceremony and the day of the ceremony. Rehearsal for all participants of the theater ceremony is NLT 1500 inside the theater. All ceremonies will start at 1630 except during daylight saving months which will start at 1600.

**Figure C-2**  
**Sequence Of Events (Outdoor Ceremony)**

**1545 (Apr-Sep) 1530 (Oct-Mar)**

All participants are in position

**1620 (Apr-Sep) 1550 (Oct-Mar)**

Retreat unit, road guards and MP detail are in position at Parade Rest. Narrator will give 10 minute warning.

**1630 (APRIL-SEPT) 1600 (OCT MAR)**

***\*\*The ceremony will begin when the Commanding General (CG) takes his seat.\*\****

1. Narrator (PAO): Reads Introduction. States, "**Ladies and gentlemen please stand for the invocation**" and introduces the chaplain.

2. Narrator (PAO): "**Today's ceremony will begin when the commander of troops brings his unit to attention.**"

3. The Commander of Troops (COT) comes to the position of attention. Over his/her right shoulder the COT commands, "**Staff, ATTENTION.**" Once the COT's staff is at the position of attention the COT faces about and commands "**Unit/Battalion/ Squadron, ATTENTION.**" Once the unit is at attention the COT then faces about. At this time all members of the retreat unit are at the position of attention.

4. The Guest Speaker moves forward from his/her seated position and positions centered on the formation at a pre-marked and rehearsed position.

5. Once the Guest Speaker arrives at his/her position the COT faces about and commands the unit to "**PRESENT, ARMS.**" Once the unit is at present arms the COT faces about, and then over his/her right shoulder commands the staff to "**PRESENT, ARMS.**" The COT presents arms and states, to the Guest Speaker, "**Sir/Ma'am, the unit is formed.**"

***\*\*\*\*Note: At no time will the national or army colors dip to the guest speaker. The national training center colors will only dip if the commanding general is the guest speaker. The only colors that should dip at this time are the retreat unit organizational colors (i.e. Battalion/squadron). \*\*\*\****

6. The Guest Speaker returns the unit salute and states, "**Proceed with the ceremony.**"

7. The COT immediately executes order arms. The COT over his/her right shoulder commands the staff to "**ORDER ARMS.**" The COT then faces about and commands the unit to "**ORDER ARMS.**" Once the unit is at order arms the COT commands the unit to "**PARADE REST.**" Once the

unit is at parade rest the COT faces about and over his right shoulder commands the staff to "**PARADE REST.**" At the same time the staff is executing parade rest the COT comes to the position of parade rest.

8. As the COT and staff come to parade rest the Guest Speaker's Command Sergeant Major/Senior NCO comes forward and assumes a position to the left of the Guest Speaker to assist with the award presentations.

9. Narrator (PAO) has the retirees move forward. Awardees will be moved forward, one at a time, alphabetically by rank.

10. Escort's will assist with moving the retiree's spouse forward when announced by the narrator.

11. After the presentations by the Guest Speaker, the Guest Speaker moves to the podium. The Guest Speaker's Command Sergeant Major/Senior NCO moves back to his/her seat.

12. Narrator (PAO) announces the Guest Speaker.

13. Guest Speaker presents remarks. Once Guest Speaker remarks are completed the Guest Speaker immediately returns to his/her seat.

14. Upon completion of the Guest Speaker comments and return to his/her seat the COT comes immediately to the position of attention and over his/her right soldier commands the staff to "**ATTENTION.**"

15. The flag detail (cueing off of the COT's command of attention) marches into position at the flagpole and prepares for retreat.

16. Narrator (PAO) announces "**Ladies and gentlemen, please stand for the playing of Retreat and to the colors.**"

17. When the flag detail is ready, the COT directs, in the command voice, "**SOUND RETREAT.**" Over his/her right shoulder the COT commands the staff to "**PARADE REST.**" After a built in mechanical lag of 10 seconds Retreat is sounded.

***\*\*\*\*Note: All personnel at this time, that are not part of the retreat unit will stand at the position of attention until the completion of retreat. \*\*\*\****

18. On the last note of retreat, the COT comes immediately to the position of attention and commands over his/her right shoulder "**Staff, ATTENTION,**" faces about and commands the unit to "**ATTENTION.**" Once the unit is at the position

of attention the COT commands the unit **"PRESENT ARMS."** After the unit comes to present arms the COT executes an about face and commands the staff, **"PRESENT ARMS."** The COT executes present arms.

*\*\*\*\*Note: The color guard will execute present arms by dipping the unit/battalion/squadron colors, the national training center colors, and the army colors. This is the only time during the ceremony that the army colors will dip. This is the only time during the ceremony that the national training center colors will dip unless the commanding general is the guest speaker. \*\*\*\**

After retreat is sounded there is a 10 second mechanical lag prior to the playing of To The Colors.

19. On the last note of retreat the Military Police cannon personnel will count to 5 by 100's and execute firing of the cannon.

*\*\*\*\*Note: All personnel, at this time, that are not part of the retreat unit will execute present arms until the flag detail has positive control of the national colors. \*\*\*\**

20. After the last note of To The Colors is played and the flag detail has positive control of the National Colors the COT terminates his/her salute and over his/her right shoulder commands the staff to **"ORDER ARMS."** The COT faces about and commands the unit to **"ORDER ARMS."** Once the unit is at order arms the COT faces about and observes the flag details movement into the building.

21. After the flag detail executes movement of the National Colors into the building the Guest Speaker moves forward from his/her position in the audience and positions on a pre-marked and rehearsed position in front of and centered on the formation.

22. When the Guest Speaker is in place the COT salutes the Guest Speaker and states, **"Sir/Ma'am this concludes the ceremony."**

23. The Guest Speaker returns the COT's salute and states, **"DISMISS THE COLORS."** The Guest Speaker terminates the salute and returns to the audience.

24. At the departure of the Guest Speaker the COT executes an about face. The COT commands the CSM/Color Guard NCOIC, **"Take charge of the Colors."**

25. The CSM/Color Guard NCOIC commands the colors, **"COLORS, REVERSE MARCH."**

26. When the color guard halts the COT commands the unit, **"PRESENT ARMS."**

*\*\*\*\* Note: The COT and staff do not salute. The colors do not dip\*\*\*\**

27. After the presentation of the colors is complete the COT then commands, **"ORDER ARMS."**

28. The CSM/Color Guard NCOIC takes charge of the colors and they are marched from the lawn, onto the street, until they are out of sight of the ceremony.

29. Once the colors are out of sight the Narrator states, **"This concludes the ceremony."**

30. The retreat unit marches from the lawn to the OPFOR chapel parking lot.

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**Figure C-3**  
**Flag Detail Instructions**

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1. The flag detail begins the ceremony in a column formation inside Bldg. 237 at the position of parade rest. When remarks are concluded and the COT commands the staff to **"ATTENTION."**

2. The NCOIC marches the detail from the Bldg. 237 to the flag pole and commands **"DETAIL HALT."**

3. NCOIC halts the detail in column and post the halyard pullers.

4. Halyard pullers free the halyard, while ensuring that they are free from the pole, and then temporarily resecures them.

5. NCOIC commands the detail to **"PARADE REST."**

6. When the flag detail is ready, the COT commands **"SOUND RETREAT."** Retreat is sounded.

7. On the last note of retreat the cannon is fired. The halyard pullers secure the halyard, take out the slack in the halyard and assume the position of attention.

8. After the COT commands the staff to **"PRESENT ARMS"** the NCOIC commands himself and flag detail to **"ATTENTION AND PRESENT ARMS."**

9. When **To The Colors** start playing, the halyard pullers lower the flag slowly and with dignity.

10. As the flag is lowered to within reach, the two flag handlers farthest away from the flag terminate their salute, move forward rapidly, secure the flag and move back from the flagpole. (back to their position within the column formation).

11. As the flag passes each handler, he/she terminates their salute, face inward and assist in securing the flag.

12. NCOIC terminates his salute at the last note of the music.

13. Once the flag is detached, it is then folded, IAW FM 22-5, Drill and Ceremonies.

14. After securing the halyard, the pullers assist in folding the flag.

15. After the flag has been folded and received by the NCOIC, the detail faces Bldg. 237. The NCOIC commands **"FORWARD MARCH,"** and the detail is marched back into the building. The NCOIC returns the flag to the EOC.

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**Figure C-4**  
**Sequence of Events (Indoor Ceremony Theater)**

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**1620**

Narrator: **Announces the ceremony will begin in ten minutes.**

**1630**

Ceremony begins

1. Narrator: Introduction. **"Will everyone please stand for the reviewing party and remain standing for the Invocation by the Chaplain and the playing of the National Anthem.**
2. The National Anthem is played.
3. The Chaplain gives the Invocation.
4. Narrator: **"Will everyone please be seated."**
5. Lights are turned down and two inspirational films are shown. When We Were Needed and Wind Beneath My Wing.
6. Retiree: **"Will (Retiree's name) please stand and come forward."**
7. Retiree : Retiree stand and move to stage when told to do so by the narrator.
8. Usher's: Escort spouse's to stage to stage area next to their respective Retiree and exit the stage.
9. Guest Speaker: Guest speaker and CSM/Senior NCO present awards.

10. Ushers: Upon completion of Awards presentation by Guest Speaker, Usher's move onto the stage and escort the Spouse's back to their seats in the Audience.

11. Awardee's: Once all awardee's receive their awards, the last Awardee executes a Right Face and Forward March. All Awardee's move back to their seats.

12. Guest Speaker: Guest Speaker moves to podium and gives remarks.

13. Guest Speaker: Guest Speaker moves back to his seat once remarks are complete.

14. Narrator: **"Will everyone please stand for the benediction, the playing of the Army Song and remain standing for the departure of the Reviewing Party."**

15. Chaplain: Chaplain moves to Guest Speaker podium, gives the benediction and moves back to his seat.

16. Army Song is played.

17. Once **"March Off"** music begins the Reviewing Party begins their exit from the stage.

18. Narrator: After the reviewing party has departed and has departed and the march off music has stopped, narrator announces, **"This concludes the ceremony, thank you for attending."**

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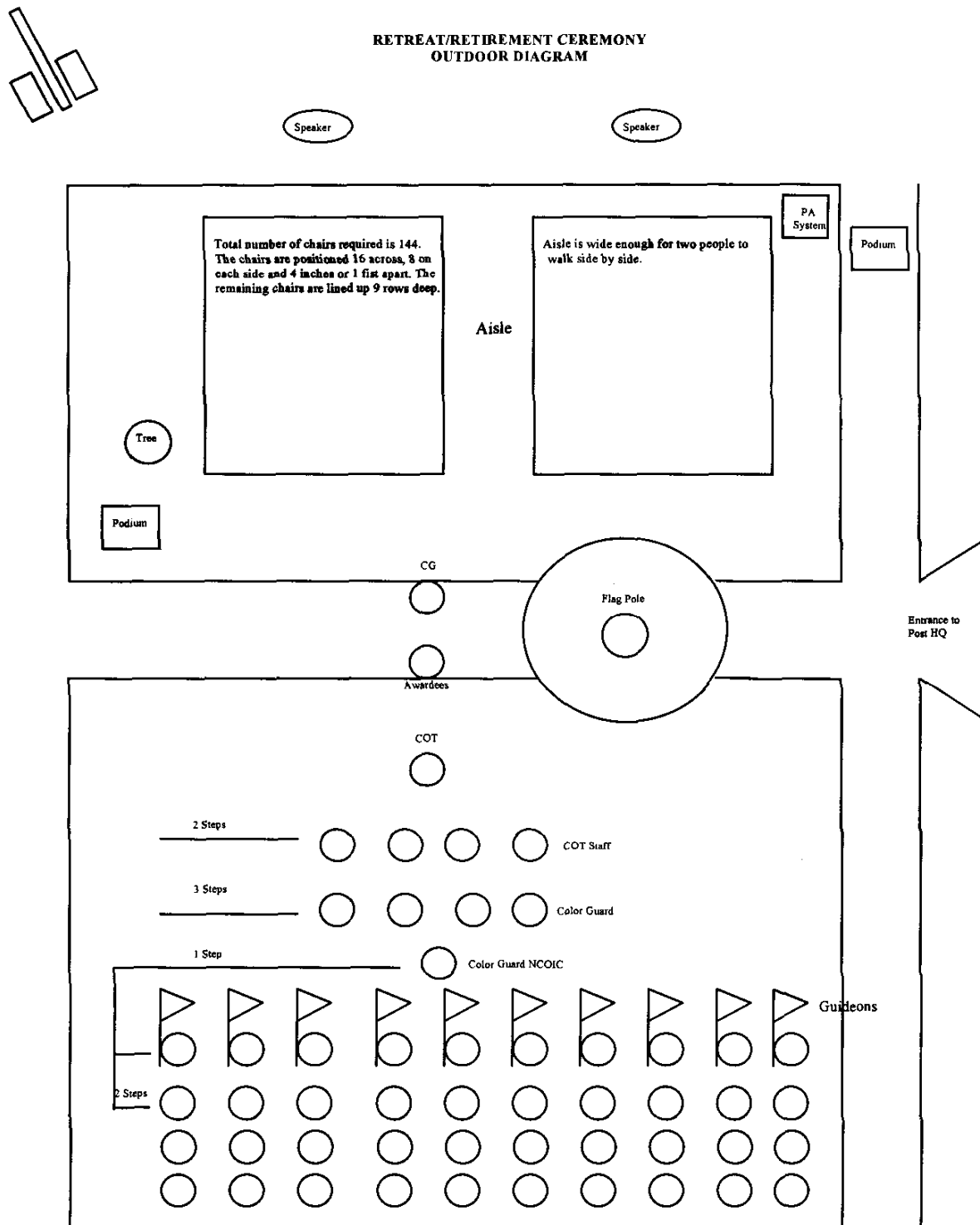
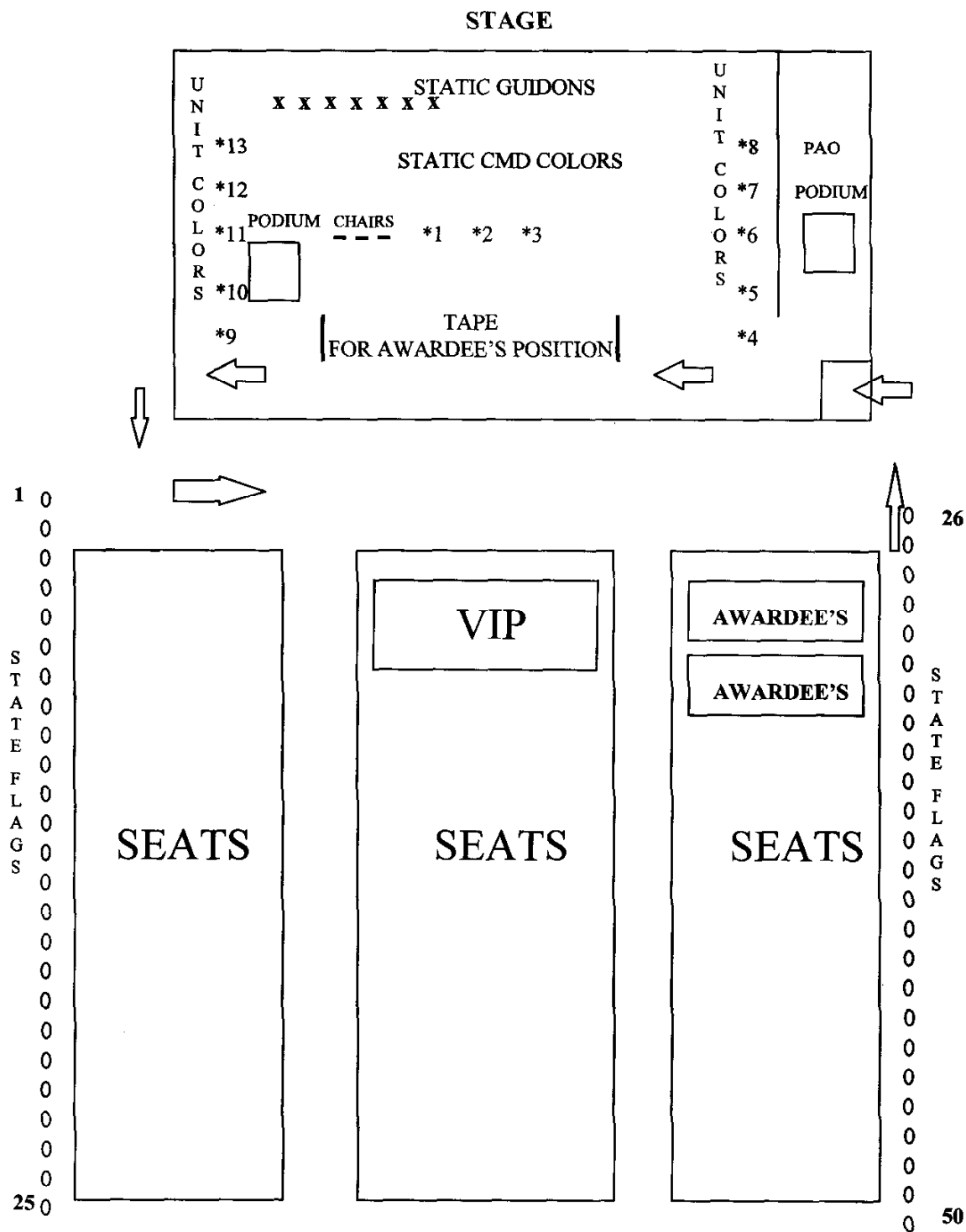


Figure C-5. Retreat/Retirement Ceremony Outdoor Diagram



**Figure C-6. Retreat/Retirement/Award Ceremony Theater Diagram**

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1. U.S. Colors
  2. NTC Colors
  3. Generals Flag
  4. NTC Support BN
  5. Garrison Colors
  6. MMC Colors
  7. MEDDAC Colors
  8. DENTAC Colors
  9. 11th ACR Colors
  10. 11th ACR 1st Squadron Colors
  11. 11th ACR 2nd Squadron Colors
  12. 11th ACR Support Squadron Colors
  13. Operations Group Colors

**Figure C-7. Ceremony Diagram Inclement Weather/Award/Theater Ceremony Flag Placement**

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- |                    |                   |
|--------------------|-------------------|
| 1. DELAWARE        | 26. MICHIGAN      |
| 2. PENNSYLVANIA    | 27. FLORIDA       |
| 3. NEW JERSEY      | 28. TEXAS         |
| 4. GEORGIA         | 29. IOWA          |
| 5. CONNECTICUT     | 30. WISCONSIN     |
| 6. MASSACHUSETTS   | 31. CALIFORNIA    |
| 7. MARYLAND        | 32. MINNESOTA     |
| 8. SOUTH CAROLINA  | 33. OREGON        |
| 9. NEW HAMPSHIRE   | 34. KANSAS        |
| 10. VIRGINIA       | 35. WEST VIRGINIA |
| 11. NEW YORK       | 36. NEVADA        |
| 12. NORTH CAROLINA | 37. NEBRASKA      |
| 13. RHODE ISLAND   | 38. COLORADO      |
| 14. VERMONT        | 39. NORTH DAKOTA  |
| 15. KENTUCKY       | 40. SOUTH DAKOTA  |
| 16. TENNESSEE      | 41. MONTANA       |
| 17. OHIO           | 42. WASHINGTON    |
| 18. LOUISIANA      | 43. IDAHO         |
| 19. INDIANA        | 44. WYOMING       |
| 20. MISSISSIPPI    | 45. UTAH          |
| 21. ILLINOIS       | 46. OKLAHOMA      |
| 22. ALABAMA        | 47. NEW MEXICO    |
| 23. MAINE          | 48. ARIZONA       |
| 24. MISSOURI       | 49. ALASKA        |
| 25. ARKANSAS       | 50. HAWAII        |

**Figure C-8. Ceremony Diagram Inclement Weather/Award/Theater Ceremony State Flag Order Of Placement**

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## Appendix D Funeral Detail

### D-1. General

- a. Fort Irwin will provide military funeral honors for authorized recipients within its area of responsibility (see Appendix A).
- b. Area of Responsibility. Fort Irwin's area of responsibility for support includes an area consisting of San Bernardino County (excluding the area West of the San Bernardino mountains, and the Cajon Pass), Kern County east of Tehachapi, Los Angeles County southeast of Lancaster, and Indio County.
- c. Military funeral honors for NTC soldiers to be buried within the Fort Irwin area of responsibility will be performed by the individual's major subordinate command.

### D-2. Responsibilities

- a. NTC Theater Support Command: Provide funeral details from 1 January through 31 January and 01 June through 31 August.
- b. 11TH ACR: Provide funeral details from 1 February through 31 April, 1 September through 30 November.
- c. Garrison: Provide funeral details from 1-31 May and 1-31 December.
- d. G3 Plans and Operations:
  - (1) Provide overall supervision of and guidance for the provision of military funeral honors by Fort Irwin.
  - (2) Coordinate Bugler support. Fort Huachuca Casualty Area Command only provides a bugler for active duty funerals within our support area.
  - (3) Provide a flag for funeral detail rehearsals.
  - (4) Refer request for support outside the Fort Irwin area of responsibility to the Casualty Area Command, Fort Huachuca.
- e. Center Chaplain
  - (1) Provide chaplain support as requested and as available, IAW in denominational guidance.
  - (2) Coordinate with sister service chaplain for the conduct of funerals within the Fort Irwin area.
  - (3) Provide Chaplain support for active duty family members, when requested by next-of-kin, for pastoral care and the conduct of funeral service in accordance to denominational directives.

### D-3. Coordinating Instructions.

- a. Units tasked with funeral support will:

- (1) Identify a primary and alternate commissioned officer as funeral detail Office In Charge (OIC) (when appropriate).
- (2) Identify a primary and alternate noncommissioned officer as funeral detail NCOIC.
- (3) Coordinate with NCOIC/EOC for special instructions and requirements.
- (4) Ensure that an AAR is submitted to G3/P&O not later than 2 days after detail completion.
- b. The Funeral Detail NCOIC will:
  - (1) Provide for taped music to be used in lieu of a bugler.
  - (2) Coordinate with NCOIC, EOC for the National Colors to be used in the funeral detail rehearsal.
  - (3) Coordinate with cemetery superintendent and funeral director to make final coordination.
  - (4) Coordinate with Transportation Motor Pool (TMP) for transportation requirements.
  - (5) Coordinate with Training Support Division (TSD) for tape playback device with speaker.
  - (6) Coordinate with NTC Chaplain as required by funeral arrangements.
  - (7) Ensure the funeral detail is properly trained, IAW FM 22-5 and in correct uniform IAW AR 670-1.
  - (8) Complete an AAR, and submit it to G3/P&O not later than 2 working days after detail completion.
- c. Funeral Detail will:
  - (1) Wear Class A uniform IAW AR 670-1.
  - (2) Be configured by the type of function and activity. Standard Funeral Details are configured based on the deceased at the time of death (i.e., veteran, retiree, and active duty), and the desires of the next of kin.
  - (3) A complete detail (13-16) will consist of the following:
    - (a) Officer in Charge when an officer is being buried.
    - (b) Noncommissioned Officer in Charge.
    - (c) Six pallbearers/Flag folders.
    - (d) No more than 7, and no less than 6 weapon firers, and 1 NCOIC (3 volleys of 7 each).
    - (e) Taped taps music with sound device.

**Appendix E**  
**Community Awards Ceremony**

**E-1. General**

- a. Ceremony is conducted in the Post Theater, Bldg. 310.
- b. Unit support schedule dates are listed in Figure E-1.

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1 <sup>ST</sup> QTR (JAN)	OPS GRP
2 <sup>ND</sup> QTR (MAY)	11 <sup>TH</sup> ACR
3 <sup>RD</sup> QTR (JUL)	NTC TSC
4 <sup>TH</sup> QTR (OCT)	11 <sup>TH</sup> ACR

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**Figure E-1. Detailed Unit**

- c. Ceremony is conducted with the CG or his designated representative and the Battalion support/detail Unit.
- d. Ceremony time is 1300 Hrs BRD 4, on the quarterly dates listed in Figure E-1 unless stated otherwise.
- e. The Awards Ceremony is conducted IAW Figures E-1, E-2, and C-6 through C-8.

**E-2. Responsibilities**

- a. Directorate for Community Activities (DCA) Provide Post Theater for use on Ceremony dates.
- b. Protocol
  - (1) Coordinate VIP seating and place name tags for seating.
  - (2) Maintain VIP/RSVP list.
  - (3) Ensure name tags are in place NLT 1200 on the day of event.
- c. USAG
  - (1) Responsible for overall coordination.
  - (2) Provide and set up sound system with music.
  - (3) Provide two lecterns, one for Narrator and one for Guest Speaker.
  - (4) Provide camera/photographer.
  - (5) Coordinate for Post Theater on dates needed.
  - (6) Coordinate with PAO for public announcement NLT 10 working days prior to event.
  - (7) Coordinate with civilian personnel office for receipt of awards of Civilian Awardee's NLT 7 working days prior to the ceremony.

- (8) Send out memo to units announcing ceremony.
- (9) Provide state flags for the ceremony.
- (10) Provide comments to CG NLT 5 working days prior to event.
- (11) Provide narration to PAO narrator prior to ceremony rehearsal.
- e. PAO
  - (1) Provide advance and follow-up publicity on each ceremony.
  - (2) Provide narrator for ceremony.
- f. Center CSM
  - (1) Inspect Theater setup prior to ceremony.
  - (2) Rehearse awardees.
  - (3) Assist CG with awards presentation.
- g. Center Chaplain Office. Provide Chaplain assistance for the ceremony.
- h. Detail Unit.
  - (1) Provide one NCOIC and ten man detail for setup and takedown of equipment NLT 0900 on the day of the ceremony.
  - (2) S-3 NCOIC of the detail unit coordinates with USAG NLT 5 working days prior to the event.
  - (3) Provide four ushers/escorts to report to USAG NLT 1130 on the day of the ceremony.
  - (4) Coordinate with Center CSM office for the pick-up and return of one star flag, NTC Colors, Army Colors and National Colors.
- i. Other Major Organization.
  - (1) NTC Theater Support Command.
    - (a) National Training Support Battalion provides NTC Spt Bn colors on a 9 1/2 foot staff with case to USAG, NLT 1600 the day prior to the event.
    - (b) Materiel Management Center (MMC) provides MMC colors on a 9 1/2 foot staff with case to USAG, NLT 1600 the day prior to the event.
  - (2) 11th Armored Cavalry Regiment (11th ACR) provides 11th ACR colors and squadron colors on a 9 1/2 foot staff with case to USAG, NLT 1600 the day prior to the event.
  - (3) Operations Group (Ops Grp) provides Ops Grp colors on a 9 1/2 foot staff with case to USAG, NLT 1600 the day prior to the event.
  - (4) Medical Activity (MEDDAC) provides MEDDAC colors on a 9 1/2 foot staff with case to USAG, NLT 1600 the day prior to the event.
  - (5) Dental Activity (DENTAC) provides DENTAC colors on a 9 1/2 foot staff with case to USAG, NLT 1600 the day prior to the event.

(6) Garrison Command (GC) provides Garrison colors on a 9 1/2 foot staff with case to the EOC, room 14, NLT 1600 the day prior to the event.

### E-3. Coordinating Instructions

- a. Uniform.
  - (1) Civilian personnel wear appropriate attire.
  - (2) Uniform for detail personnel is seasonal uniform with black leather boots.

(3) Usher uniform for the ceremony is BDU with stripped pistol belt.

- b. Cancellation of ceremony is announced NLT 1200 the day prior to the ceremony.
- c. There is a full dress rehearsal for all participants of the Community Awards Ceremony, 1130 on the day of the ceremony.
- e. Ceremony will begin at 1300.

### Figure E-2 Sequence of Events (Community Awards)

#### 1250 Hrs

Narrator: **Announces the ceremony will begin in ten minutes.**

#### 1300 Hrs

Ceremony begins.

1. Narrator: Introduction. **"Will everyone please stand for the reviewing party and remain standing for the Invocation by the Chaplain and the playing of the National Anthem."**
2. Once on the March On music begins the Official Party consisting of the CG or his designated representative, the Fort Irwin CSM and the Chaplain move forward onto the stage and take positions in front of their seats.
3. The National Anthem is played.
4. The Chaplain gives the Invocation.
5. Narrator: **Will everyone please be seated.**
6. Narrator: **Reads welcome address.**
7. Narrator: **Will the Awardee's please stand and come forward.**

8. Awardees: Awardees stand and move to stage when told to do so by the Narrator.
9. CG: CG and CSM present awards.
10. Awardees: Once all awardees receive their awards, they move back to their seats.
11. CG: CG moves to podium and gives remarks.
12. Narrator: **"Will everyone please stand for the benediction, the playing of the Army Song and remain standing for the departure of the Reviewing Party."**
13. Chaplain: Chaplain moves to Guest Speaker podium, gives the Benedictions and moves back to his seat.
14. Army Song is played.
15. Once March Off music begins the Reviewing Party begins their exit from the stage.
16. Narrator: After the reviewing party has departed and the march music has stopped narrator announces, **"This concludes the ceremony, thank you for attending."**

**Appendix F**  
**Flag Day**

**F-1. General**

a. The celebration will be conducted in the vicinity of the flag pole on the west side of the Post Headquarters, Bldg. 237. Ceremony will be held every June, actual date will be announced NLT 14 days prior to ceremony.

b. Sequence of Events.

- (1) Formation of Colors
- (2) Playing of God Bless America by Lee Greenwood.
- (3) Remarks
- (4) Cake Cutting Ceremony (The Soldier of the Year will cut the cake).
- (5) Conclusion

**F-2. Responsibilities**

- a. G3 Plans and Operations
  - (1) Responsible for overall event coordination and execution.
  - (2) Provide and set up sound system.
  - (3) Provide 1 lectern.
  - (4) Provide and set up public address system.
  - (5) Task appropriate agencies for support as required.
  - (6) Coordinate for the Post Theater for alternate site in case of inclement weather.
- b. Director for Community Activities.
  - (1) Provide 80 folding chairs to NCOIC G3/P&O NLT 1300 the day prior to the ceremony.
  - (2) Provide advertisement as necessary.
- c. PAO
  - (1) Provide advance and follow-up publicity for the celebration (TV, Radio and Newspaper).
  - (2) Develop draft comment for CG.
  - (3) Provide camera/photographer.
- d. Hosting Units.
  - (1) Coordinate with G3/P&O for times and location NLT 14 days prior to ceremony.
  - (2) Provide a 4 man Color Guard to G3 SGM.
  - (3) Provide 10 man detail plus NCOIC to G3 for set-up and removal of ceremony site.
  - (4) Prepare and provide the cake for the celebration of the Army's Birthday.
- e. NTC Support Command. Provide organizational colors to the Post EOC NLT 1300 the day prior to the ceremony.

f. 11th Armored Cavalry Regiment. Provide organizational colors to the Post EOC NLT 1300 the day prior to the ceremony.

g. Operations Group. Provide organizational colors to the Post EOC NLT 1300 the day prior to the ceremony.

h. USAG: Provide organizational colors to the Post EOC NLT 1300 the day prior to the ceremony.

i. MEDDAC: Provide organizational colors to the Post EOC NLT 1300 the day prior to the ceremony.

j. DENTAC: Provide organizational colors to the Post EOC NLT 1300 the day prior to the ceremony.

**SEQUENCE OF EVENTS/TIME SCHEDULE**

- 0950 - Formation of Color Guard, posted by Post CSM.
- 1000 - Playing of God Bless America.
- 1005 - The SGS announces the CG.
- 1010 - CG gives remarks.
- 1020 - CG and Soldier of the Year cut the cake.
- 1030 - The SGS announces conclusion of ceremony.



## Appendix G Post Police

### G-1. Purpose

To establish policies and procedures for conducting Post Police Call duties for the NTC and Fort Irwin.

### G-2. Applicability

Applies to all subordinate commands, units and organizations of NTC.

### G-3. General

- a. All units located on Fort Irwin will conduct police call on a daily basis.
- b. All units located on Fort Irwin will conduct rotational Post Police call on a monthly basis. Rotational post police call is designed to supplement unit police call and provide a quick response to unsatisfactory areas identified by the Command Group.
- c. NTC Post Police Call detail will consist of 1 HMMWV, 1 NCO (SGT and above) and 2 soldiers from the tasked organization.
- d. Organization support schedule dates are listed in Figure G-1.

### G-4. Responsibilities

- a. Theater Support Command: Provide Post Police detail in accordance listed in Figure G-1.
- b. 11th ACR: Provide Post Police detail in accordance listed in Figure G-1.
- c. Garrison: Provide Post Police detail in accordance listed in Figure G-1.
- d. OPS GRP: Provide Post Police detail in accordance listed in Figure G-1.
- e. G3/P&O:
  - (1) Provide overall coordination of the Post Police detail within the guidance of the Post CSM.
  - (2) Establish and track main areas of interest for the police detail to execute.
  - (3) Brief new Police Call NCO on the last workday of the month prior to new detail assuming responsibility.
  - (4) Monitor use of CSM HMMWV. Report faults to SGS NCOIC.
- f. NTC and Fort Irwin CSM. Overall responsible for the police of the NTC and Fort Irwin.

### G-5. Coordinating Instructions

- a. Units tasked with Post Police will:
  - (1) Unit S-3 NCO will notify G3/P&O NCOIC of names of detail personnel 5 working days prior to assuming duties of Post Police Call.

(2) Identify and provide one NCO as Post Police Call NCOIC. NCO will report to G3/P&O NCOIC 1600 last working day of the month prior to assuming police call duties for initial briefing.

(3) Identify and provide two soldiers as police call personnel and designate one HMMWV as backup for police call vehicle.

(4) Personnel assigned to Post Police Call are under the operational control of G3/P&O for the duration of their unit's assignment as Post Police Call unit. Any changes to personnel or parent unit requirements will be coordinated directly with the G3 Sergeant Major.

b. Uniform. Uniform for personnel assigned as Post Police Call is BDU, black boots, stripped pistol belt, canteen with cover, black gloves and orange road guard vest.

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Units will conduct NTC/Fort Irwin Police Call for the months listed.

1-31 January	11 <sup>TH</sup> ACR
1-28 February	NTC Theater Support Command
1-31 March	11 <sup>TH</sup> ACR
1-30 April	Operations Group
1-31 May	11 <sup>TH</sup> ACR
1-30 June	NTC Theater Support Command
1-31 July	11 <sup>TH</sup> ACR
1-30 September	11 <sup>TH</sup> ACR
1-31 October	NTC Theater Support Command
1-30 November	11 <sup>TH</sup> ACR
1-31 December	United States Army Garrison

**Figure G-1. Post Police Call  
Rotational Schedule**

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## Appendix H Aviation Support Requests

### H-1. General

Army aircraft will be used for official use only. Determination of official use is a command decision. All air travel, including helicopter, must be the most economical mode of transportation consistent with mission accomplishment, and the aircraft to be utilized must be the least costly one capable of satisfying the transportation requirement. AR 95-1 "Flight Regulations" provides definitions of Operational Missions and Operational Support Airlift (OSA) Missions.

### H-2. Responsibilities

#### a. G3 Plans and Operations

(1) Conduct rotational aviation support coordination meetings on or about RSOI 3 for final rotational aviation support requirements.

(2) Screen aviation mission requests to determine compliance with AR 95-1 requirements and forward tasking requirements to S-3, Corps Support Battalion.

(3) Forward OSA mission requests to G3 Aviation Office.

#### b. G3 Aviation

(1) Will validate all OSA mission requests for both rotary wing and fixed wing support and forward approved rotary wing OSA requirements to G3/P&O for tasking to S-3, Corps Support Battalion. Will be the scheduling authority for all fixed wing requirements.

(2) Will publish appropriate travel orders for all authorized civilian passengers prior to travel aboard military aircraft.

### H-3. Operational Mission Request Procedures

a. Non-rotation operational helicopter mission support:

(1) Requests for non-rotation rotary wing operational mission support will be submitted to the G3/P&O on NTC Form 380-R. Requests will be submitted NLT 15 days prior to the mission. Mission requests received less than 15 days will require DC/CS approval.

(2) Flight requests with US Government or contract civilian passengers require travel orders for all military flights. The office requesting aviation support is responsible for providing G3 Aviation verification of authorized flight requirements (contract stipulation, travel by DOD air authorized, etc.) and the individuals name, grade (if appropriate), contract number (if contractor), and Social Security Number (SSN).

(3) Mission priorities are: Protocol; National Aeronautics Space Agency (NASA); CG; Commander of Operations Group; OPFOR; BLUFOR (administrative rear and range sweep for split based brigades only); Installation Support.

b. Requests for rotation rotary wing support will be submitted NLT the G3/P&O's aviation support coordination meeting on RSOI 3.

c. All other policies and procedures for support and tasking as outlined in paragraphs 4-1 and 5-1 of this regulation apply.

### H-4. OSA Mission Request Procedures

a. Requests for OSA rotary wing or fixed wing support will be submitted to the G3/P&O. Fixed wing support requests will be submitted using NTC Form 638-1-R; Rotary wing support requests will be submitted using NTC Form 638-R. Requests will be submitted NLT 45 days prior to the mission. Mission requests received less than 45 days will require DC/CS approval.

b. Requests will be reviewed for compliance/justification and forwarded to the G3 Aviation office for action and approval/disapproval IAW current DOD OSA standards. Approval/disapproval and validations are returned to G3/P&O for appropriate rotary wing tasking or disapproval to the requesting agency. Fixed wing requests, if approved, will be scheduled by G3 Aviation Office.

<b>TASKING REQUEST</b> For use of this form, see NTC Reg 350-12; the proponent agency is G3.		1. DATE	2. TASKING NUMBER
3. UNIT			
4. PURPOSE OF TASKING			
5. DATES		6. REPORTING TIME / PLACE:	
7. EQUIPMENT		8. PERSONNEL	
9. SPECIFIC INSTRUCTIONS			
10. POINT OF CONTACT			
a. NAME		b. BUILDING / ROOM NUMBER	c. TELEPHONE
GENERAL INSTRUCTIONS: 1. Direct Coordination is in effect upon receipt of this tasking. 2. Telephonic notification and written response are required, if unable to support. 3. G3 Plans & Operations point of contact: _____			
11. REVIEWED SIGNATURE		12. APPROVAL SIGNATURES	
a. SIGNATURE BLOCK	a. G3 SIGNATURE BLOCK	b. CHIEF OF STAFF SIGNATURE BLOCK	
MICHAEL L. KIRKTON MAJ, IN Chief, G3/Plans and Operations	SAMUELL R. HAWES MAJ, IN G3	TIMOTHY J. REISCHL COL GS Deputy Commander and Chief of Staff	
12. RECEIVED BY			
a. Name	b. TELEPHONE	c. DATE	